

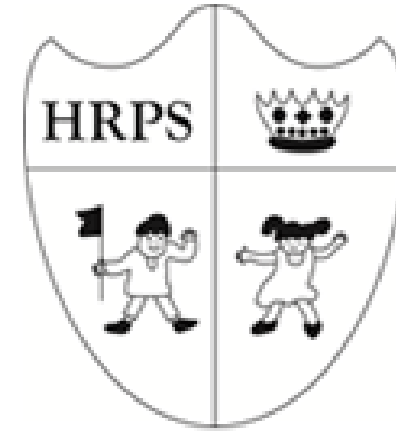
## Safeguarding Children

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

This leaflet has been given to you to make sure you know what is expected of you. Please ask the person who gave it to you if you are unclear about information within it and keep the leaflet in a safe place so that you can read it again if necessary.

If you are worried about the safety of any young person in our school, you must report this at once to the Designated Person for Child Protection in school.

Our Designated Person for Child Protection is Mrs Waite (Headteacher) and the Deputy Designated Person for Child Protection is Mrs Game (Deputy Headteacher).



### Information for Staff, Governors, Volunteers and Visitors

Houghton Regis Primary School  
St Michaels' Avenue  
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Telephone: 01582 867847

Headteacher: Mrs B Waite

## Child Protection Advice

Thank you for becoming a volunteer or regular visitor. As a school, we are committed to safeguarding and meeting the needs of young people. We hope this leaflet will provide some useful advice and information when working with children at Houghton Regis Primary School.

### What are my responsibilities as a member of staff / Volunteer / Visitor?

All those who come into contact with young people through their everyday work whether paid or voluntary have a duty of care to safeguard and promote the welfare of young children.

This means:

- ♦ Protecting children from mistreatment.
- ♦ Preventing impairment of children's health or development.
- ♦ Ensuring that children are growing up in circumstances consistent with the provision of effective and safe care.
- ♦ Undertaking the role so as to enable those children to have optimum life chances and to enter adulthood successfully.

At Houghton Regis Primary School we believe that, as a community, we must all work together to protect our children. Therefore we must take the following measures:

### DBS Check

Houghton Regis Primary's recruitment and selection procedures specify that all staff, volunteers and regular visitors to the school, who work with children, will require an enhanced DBS disclosure. This is to help ensure that unsuitable people are prevented from working with young people.

DBS applications are administered via the school office. Mrs Wood can advise you which documentation is necessary for you to present for the application to be completed.

You must inform the headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

Our school policy is available on the school's website.

### What should I do if I am worried about a child?

If, whilst working with a child, you become concerned about:

- ♦ Comments they make
- ♦ Marks or bruises you can see
- ♦ Changes in their demeanour or behaviour

Please report your concerns to the class teacher who, if they feel it is appropriate will pass the information on to the Designated Person for Child Protection.

### What should I do if a child discloses that he / she is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality as young people rarely lie about such matters:

- ♦ Listen to what is being said without displaying shock or disbelief—accept what is being said
- ♦ Allow the child to talk freely
- ♦ Reassure the child, but do not make promises
- ♦ Do not promise confidentiality but explain to the child that you have to tell their teacher / headteacher in order that they can help him / her
- ♦ **Do not interrogate the child or ask leading questions**
- ♦ Reassure the child that it is not their fault
- ♦ Stress that it was the right thing to tell
- ♦ Listen rather than ask direct questions
- ♦ Do not criticise the alleged perpetrator.

Immediately record details of the disclosure, including wherever possible, the exact words or phrases used by the child. Follow three points:

- ♦ Do not stop a child talking
- ♦ Record exactly what was said by you and the child
- ♦ Time, date and sign the record of events

Safeguarding recording forms are available from class teachers, staffroom and the school office. The form should be completed and returned to the safeguarding leads to enable the matter to be dealt with.

### What should I do if the alleged abuser is a member of staff?

You should report such allegations immediately to the headteacher.

### How do I ensure that my behaviour is always appropriate?

Appropriate relationships with young people should be based on mutual respect and trust.

Young people, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, **never actively seek to touch pupils**.

If you are working with a child in his/her own, ensure the door is left open and that you can be visible to others.

**Do not** exchange emails, text messages, phone numbers, give out your personal details or photograph children.

As a volunteer / visitor you will be directed by the class teacher. Please report all behaviour and/or child protection concerns to them **DO NOT ACT WITHOUT THEIR DIRECTION**.

Please help us to safeguard the children in our care at Houghton Regis Primary School.